

## ADA Site Selection Criteria and Access Standards

The Site Selection Criteria and Access Standards were developed to assess the accessibility of potential WorkForce Center (WFC) locations and identify the building elements that are critical to program access. The Standards address the obligation by all WFC partners under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act (ADA) and Section 188 of the Workforce Investment Act (WIA).

The following descriptions are intended to help determine if a site location has the most basic accessible features to ensure equal access to participants and employees with disabilities. If the site does not have the required features, modifications can be made to create improved access. It is imperative that a review be conducted prior to lease negotiations so that access issues can be addressed and remediated.

It is the responsibility of DEED and its partners to choose sites that are accessible to and usable by the broadest population. DEED, as the designated state agency for WIA implementation, is responsible for oversight and implementation of access standards regardless of the WIA entity that holds the lease.

**NOTE:** All WFC partners must also assess any employee accommodation needs that impact structural design of the site and incorporate those changes into the building design and the lease language.

Site Feature	Requirement	Cite
	ADA Standards for Accessible Design <a href="http://www.ada.gov/stdspdf.htm">www.ada.gov/stdspdf.htm</a>  MN State Building Code: Chapter 1341 <a href="http://www.dli.mn.gov/CCLD/Codes.asp">www.dli.mn.gov/CCLD/Codes.asp</a>	ADA Standards for Accessible Design
<b>Parking and Passenger Drop-Off Areas</b> <ul style="list-style-type: none"> <li>• Accessible parking must be provided for participants with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• The parking space is located as close as possible to an accessible entrance.</li> <li>• The accessible parking space has an adjacent and parallel access aisle that provides needed room for a person to open the car door fully and then to stand with the aid of a walker or crutches, to transfer to a wheelchair, or to lower a wheelchair lift.</li> <li>• The access aisle must be level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.</li> <li>• The access aisles of the parking space connect directly to an accessible route that leads to an accessible building entrance.</li> <li>• When an accessible route crosses a curb, a curb ramp must be provided.               <ul style="list-style-type: none"> <li>○ Generally, 1 in every 25 spaces must be an access stall</li> <li>○ Must be 8' wide with an access aisle of 8'</li> <li>○ Must have enforcement signage</li> </ul> </li> </ul>	4.6 – Parking and Passenger loading Zone

Site Feature	Requirement	Cite
<p><b>Routes to the Building Entrance</b></p> <ul style="list-style-type: none"> <li>• There must be at least one exterior accessible route that connects accessible parking spaces and public transportation to an accessible building entrance.</li> </ul>	<ul style="list-style-type: none"> <li>• The route from a bus stop connects to an accessible building entrance.</li> <li>• An accessible route is at least 36 inches wide for the entire length of the route. (It may narrow briefly to 32 inches wide at utility poles, post-mounted signs, street furniture, and doorways.)</li> <li>• Abrupt level changes, steps, or steeply sloped sidewalks cannot be part of an accessible route.</li> <li>• Where ramps are used, they cannot be steeper than 1:20 (MN Bldg Code)</li> <li>• Ramps with a vertical rise of more than 6 inches must have handrails on both sides.</li> <li>• Ramps must have edge protection to stop crutch and walker tips and wheelchair wheels from slipping off the sides</li> <li>• Level landings are required at the top and bottom of each segment and where a ramp changes direction.</li> <li>• Wherever possible, the accessible route should coincide with the main route to the building. However, if an accessible route is different from the route used by other participants, signs are required at key decision points to direct participants with disabilities to the accessible route to the building</li> <li>• All routes must be free of overhanging objects that are less than 80 inches above the ground.</li> <li>• There must also be no objects that protrude more than 4 inches into the route when the bottom edges of the objects are between 27 inches and 80 inches above the ground.</li> </ul>	<p>4.3 – Accessible Route</p>

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<b>Building Entrance</b> <ul style="list-style-type: none"> <li>An accessible site must have at least one accessible entrance that is connected to an accessible route.</li> </ul>	<ul style="list-style-type: none"> <li>An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, canes, walkers, scooters, or wheelchairs to use it.</li> <li>The accessible entrance should be the main entrance whenever possible.</li> <li>If the accessible entrance is not the main entrance to the meeting site, then signs must be located at all inaccessible entrances to direct participants to the accessible one.</li> <li>Steps at the main entrance present a formidable barrier. Avoid creating a secondary accessible entrance which is viewed by many as less than equal access.</li> <li><b>NOTE:</b> A WIA system standard for accessible entrances includes a power assist entry system.</li> </ul>	4.14 – Entrances
<b>Routes to the WFC</b> <ul style="list-style-type: none"> <li>The interior accessible route connects the accessible entrance with the WFC.</li> </ul>	<ul style="list-style-type: none"> <li>The accessible route to the meeting space must have the same characteristics as the accessible route to the building entrance.</li> </ul>	4.3 – Accessible Route
<b>WFC Space</b> <ul style="list-style-type: none"> <li>The WFC space must have a floor plan reviewed and approved for accessibility.</li> </ul>	<ul style="list-style-type: none"> <li>The built environment must allow for adequate maneuverable space.</li> <li>The Resource Area equipment must be accessible to a person in a wheel chair.</li> <li>Signage must indicate the assistive technology that is available.</li> <li>Communication with persons with disabilities must be as effective as communication with others.</li> <li>Service counter</li> <li>Meeting rooms</li> <li>Signage</li> </ul>	DEED Policy and Procedure

Site Feature	Requirement	Cite
<p><b>Building Space:</b>  <b>Restrooms</b></p> <ul style="list-style-type: none"> <li>If restrooms are available to WFC participants, then accessible restrooms must also be available to participants with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Accessible restrooms should be in the same basic location as other restrooms.</li> <li>An accessible stall has a door wide enough to enter – 32".</li> <li>A toilet area that is a minimum of 60" wide.</li> <li>Floor space for a wheelchair user to roll up to the toilet – 48".</li> <li>Grab bars on the back and side wall nearest the toilet to support the person as he transfers to and from his wheelchair.</li> <li>A toilet seat at wheelchair seat height to facilitate transfer – 17 to 19".</li> <li>A flush valve and toilet paper dispenser within reach.</li> <li>Door hardware that does not require tight pinching, twisting, or grasping to use.</li> <li>An accessible lavatory has floor space in front of the sink so that a wheelchair user can approach it.</li> <li>Knee clearance at the sink so the person can pull in under it – 27"</li> <li>Lowered top surface height so the person can reach the faucets and soap dispenser and use the sink easily – 34".</li> <li>The lavatory's hot water and drain pipes have to be insulated to prevent leg burns or injuries.</li> <li>The lavatory may not have sharp or abrasive surfaces underneath.</li> <li>Faucets cannot require tight pinching, twisting, or grasping to operate (i.e., they are operable with a closed fist).</li> <li>Soap dispensers, paper towel dispensers, hand dryers, and trash cans should be near the sink (but not blocking fixtures or dispensers) and within the reach range of someone who is seated or of short stature – no more than 48" from the floor.</li> <li>Furniture (e.g., a chair, a large trash can) does not block maneuvering clearances at doors or fixtures.</li> <li>Hand dryers and dispensers are not mounted where they become protruding objects.</li> </ul>	<p>4.16-19  4.22-24  Water Closets;  Toilet Rooms</p>

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<b>Building Space: Elevators</b> <ul style="list-style-type: none"> <li>An elevator is a key component for vertical access.</li> </ul>	<ul style="list-style-type: none"> <li>The interior cab size should be large enough for a wheelchair to enter and turn around – 51" by 80 "for a center entry or 51" by 68" for a side entry.</li> <li>There must be both visual and audible signals.</li> <li>The car control buttons must be within a 54" for a side reach or 48" for a forward reach.</li> <li>The floor numbers must have raised, brailled numbers.</li> <li>There must be an operating emergency communication system.</li> <li>There must be a railing around the interior cab of the elevator at a height of 32".</li> </ul>	4.10 – Elevators
<b>Building Space: Interior Ramp</b>	<ul style="list-style-type: none"> <li>Must be a minimum of 36" wide.</li> <li>The slope cannot exceed 1:12.</li> <li>There must be a 5' landing at the top and bottom of the ramp.</li> <li>Hand rails must be provided on both sides.</li> </ul>	4.8 – Ramps
<b>Building Space: Corridor</b>	<ul style="list-style-type: none"> <li>Must be a minimum of 36".</li> <li>Changes in floor level cannot exceed ½"</li> <li>Permanent room signs including restrooms and Exit signs must have a raised, Brailled lettering with contrast coloring.</li> </ul>	4.3- 5; 4.13 Accessible Route, Doors, Protruding Objects, Ground and Floor Surface